

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK
QUALITY CONTROL CHECK
ATTORNEY CASE OPENINGS (ACO)

Were corrections made to this ACO case?



Yes

(see below)



No

Case Initiating Documents		
1.	Attorney did not complete the case initiating documents. Contacted the attorney to advise to file the missing documents.	<input type="checkbox"/>
	Complaint	<input type="checkbox"/>
	Civil Cover Sheet	<input type="checkbox"/>
	Summons(es)	<input type="checkbox"/>
2.	Attorney did not separate the case initiating documents. Separated the document into individual attachments. Replaced main document and attachments	<input type="checkbox"/>
Summons Errors		
3.	Incorrect form	<input type="checkbox"/>
4.	Defendant's name and address not completed	<input type="checkbox"/>
5.	Plaintiff's attorney name and address not completed	<input type="checkbox"/>
6.	Caption on the Summons does not match the caption on the Complaint	<input type="checkbox"/>
7.	Incorrect Date	<input type="checkbox"/>
8.	Incorrect Case Number	<input type="checkbox"/>
9.	Contacted attorney and requested corrected summons	<input type="checkbox"/>
Civil Cover Sheet Errors		
10.	Plaintiff's county of residence not indicated	<input type="checkbox"/>
11.	Certification of Arbitration Eligibility not completed	<input type="checkbox"/>
12.	Disclosure Statement Fed. R. Civ. P. 7.1 not completed	<input type="checkbox"/>
	Added/corrected Disclosure Statement in docket entry	<input type="checkbox"/>
13.	Omitted Related Case Statement	<input type="checkbox"/>
	Added related cases in docket entry	<input type="checkbox"/>
14.	Incomplete or inconsistent responses to Div. Bus. R. 1(d)(3) questions	<input type="checkbox"/>
15.	Incomplete Bar Admission responses	<input type="checkbox"/>

CM/ECF Errors/Corrections		
Div. Bus. R. 1(d)(3)		
16.	Attorney used incorrect courthouse designation, pursuant to Div. Bus. R. 1(d)(3). Copied case, changed Court Designation, and informed other courthouse staff.	<input type="checkbox"/>
CM/ECF Events		
17.	Attorney used incorrect event when docketing the case initiating document. Deleted document and re-docketed using the correct event.	<input type="checkbox"/>
Parties		
18.	Corrected short title	<input type="checkbox"/>
19.	Corrected party role	<input type="checkbox"/>
20.	Corrected party spelling	<input type="checkbox"/>
21.	Added missing party	<input type="checkbox"/>
22.	Converted from All Caps to Initial Caps	<input type="checkbox"/>
23.	Added party text	<input type="checkbox"/>
24.	Removed party text	<input type="checkbox"/>
25.	Added alias	<input checked="" type="checkbox"/>
Citizenship		
26.	Corrected citizenship of principal parties	<input type="checkbox"/>
Jurisdiction		
27.	Corrected basis of jurisdiction	<input type="checkbox"/>
28.	Corrected nature of suit	<input type="checkbox"/>
29.	Corrected cause of action	<input type="checkbox"/>
30.	Corrected county code	<input type="checkbox"/>
31.	Corrected origin	<input type="checkbox"/>
Demands		
32.	Corrected dollar demand	<input type="checkbox"/>
33.	Corrected jury demand	<input type="checkbox"/>
34.	Corrected class action	<input type="checkbox"/>
Fee		
35.	Corrected fee status	<input type="checkbox"/>
Other		
Please refer to the ECF Attorney Case Opening Manual for guidance on how to add an Alias for a party		<input checked="" type="checkbox"/>